

NOTICE

There is a job opening in the **BAY COUNTY PROSECUTING ATTORNEY'S OFFICE.**

JOB TITLE: **LEGAL SECRETARY**

RATE OF PAY: **\$14.37 per hour entry, progressing to
\$17.06 per hour after two years (TU07)**

Full-time position with benefits as provided for within the USW full-time labor agreement, Local 15157, although union membership is voluntary. In accordance with the Agreement between the County and Local 15157, U.S.W., preference may be given to qualified County employee applicants.

GENERAL SUMMARY:

As clerical assistant to an attorney practicing for the County, works as a secretary with emphasis on legal document preparation and typing. Activities require familiarity with legal terminology and absolute confidentiality.

TYPICAL DUTIES:

1. With advanced typing skills, sets up and types legal forms and documents such as subpoenas, opinions, brief, motions, commitment papers, trial notices and so forth. Carefully proofs for accuracy and completeness.
2. Serves as receptionist screening telephone callers and walk-in visitors. Takes messages, schedules appointments and explains routine policy matters.
3. Sets up files in preparation for courtroom activity, including all relevant data. Keeps continuing file of open and closed cases inserting information as it becomes available.
4. Makes additional copies and arranges for notarizing or personally notarizes.
5. Obtains law books and other case data from library or other sources.
6. Keeps continuing appointment register, scheduling in accordance with defined time periods.
7. Gathers statistical data, compiles and prepares activity reports.
8. Inventories office supplies, pamphlets, reordering as necessary.
9. Obtains or provides information from other County offices by mail or in person.
10. May serve as lead clerical for lower level clerical, assigning routine work tasks.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Typing skill level will be 70 WPM corrected. Acceptable levels of demonstrated proficiency in grammar and spelling. Must be computer literate. Minimum of one year of closely related experience is required. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Wednesday, December 23, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."